



भाकृअनुप—भारतीय कृषिजैवप्रौद्योगिकीसंस्थान

गढ़खटंगा, राँची

ICAR-INDIAN INSTITUTE OF AGRICULTURAL BIOTECHNOLOGY
(Indian Council of Agricultural Research)

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OFFICE ORDER

With the approval of the competent authority, allocation of various roles/responsibilities/duties in administration and finance section has been decided as per follows.

SR No.	Section/Charge	Presently held by	Transferred to
1	Purchase (Capitals/Permanent items)	Sh. S.R. Singh, AAO	Sh. P. K. Gupta, AAO
2	Bill Section & DDO	Sh. K.K. Sharma, AO	Sh. S.R. Singh, AAO
3	Member Secretary (TEC and IPAC)	Sh. P.K. Gupta, AAO	Sh. S.R. Singh, AAO
4	Nodal Officer (e-office and e-hrms 2.0)	e-office (Dr. Sudhir Kumar, Sr. Scientist e-hrms 2.0 (Smt. Swati)	Sh. K.K. Sharma, AO

- Sh. Rishikesh Sinha and Sh. Ashish Kumar Jha will work in purchase section as per work assigned to them by superior officials along with any other responsibilities assigned to them by the competent authority.
- Sh. Rahul Kumar and Ms. Sonam Kumari will work in DDO section, Personnel/staff claims section and Establishment section as per work assigned to them by superior officials or any other work assigned them by the competent authority.

Note:- All other duties/responsibilities will remain same as per work allocation order dated 29/10/2024.


Administrative Officer
ICAR-IIAB

Distribution(via mail):

1. All concerned.
2. JD(R), JD(A)/All Heads of Schools.
3. CAO(SG)/CF&AO/DDO/AO, IIAB Ranchi.
4. Dr. Sudhir Kumar, Sr. Scientist & Nodal Officer e-office with request to upload the office order on e-office dashboard, IIAB, Ranchi for wide circulation among the employees of the institute.
5. Dr. Tanmay Kumar Sahu, Scientist with request to upload the office order on institute's website.
6. Guard File/Notice Board.